

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Doctor's Name]
[Clinic/Hospital Name]
[Address]
[City, State, Zip Code]

Dear [Doctor's Name],

I hope this message finds you well. I am writing to request an appointment for a consultation regarding [briefly state the reason for the appointment, e.g., a specific health issue, routine check-up].

I would appreciate it if you could let me know your available dates and times, as well as any necessary preparations I should make prior to the visit.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]